



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
OFFICE OF THE COMMISSIONER
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333

PAUL R. LEPAGE
GOVERNOR

WALTER E. WHITCOMB
COMMISSIONER

October 12, 2016

Dear Association Representative:

The leaves are turning color and we're turning our attention to Agricultural Trades Show plans. We consider you already a part of our 2017 show theme: Maine Agriculture; Local, Quality, Sustainable.

Our local partnerships of private and public sectors work together, learn from each other the techniques for highest quality and build our sustainable Maine agricultural economy. Please join us in making another successful show.

To register for a meeting space please visit: www.regonline.com/maineagtradesshow. Meeting space at the show is popular and we must coordinate with many presenters to utilize space in the best possible manner. Please pay close attention to details for meetings relative to size, number of participants, time and length. It is very important that your meeting space is reserved through our online registration site in a timely manner. **Meeting space will be based on availability of rooms and specific needs of presenters. Space is limited.**

Your request for meeting space and your detailed program information must be returned by November 18th, 2016 to be included in the printed program. No changes to meeting times or locations will be allowed as of December 1st, 2016.

The Commissioner's luncheon will be held on Tuesday, January 10th, 2017 at 12:00 p.m. Please remember that some of your meeting participants may purchase a ticket to attend the luncheon, so, if possible, try to schedule your program to begin after 1:30 p.m.

Rental for meeting rooms is \$25 per day, per room, and you will be responsible for paying for any audio-visual equipment that is provided by the Augusta Civic Center.

Meeting registration must be completed no later than **Friday, November 18th, 2016**. If you have questions, or need assistance please call 207-287-3491 or e-mail at Samantha.Howard@maine.gov.

Thanks in advance for your participation and for the impact you and your group make on Maine's natural resource economy.

Sincerely,

Walter E. Whitcomb
Commissioner

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